

## CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164  
• Fax 281/488-3400

December 9, 2013

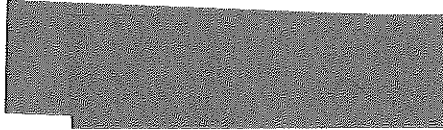
To: All Persons Interested in the Meeting of the Clear Lake City Water Authority Board of Directors:

Notice is hereby given that the Board of the Clear Lake City Water Authority will convene in Regular Session open to the public at 900 Bay Area Boulevard within such Authority at 7:00 p.m. on December 12, 2013 for the following purposes:

1. Approve or correct minutes of the November 14, 2013 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Discuss the future development of a tract of land behind the Walgreens on Nasa Parkway;
4. Consider and act upon request for water, sewer and drainage service to Port Commerce Business Park on Genoa Red-Bluff Road East of Space Center Blvd.;
5. Consider and act upon waiving the return check fee for M. Field at 3911 Princeton Park Ct.;
6. Receive Tax Assessor/Collector Report ending November 30, 2013;
7. Consider and act upon Financial Report ending September 30, 2013;
8. Consider and act upon the Operating Disbursement's Report ending November 30, 2013;
9. Review and approve Change Order No. 1 for Water Meter Replacement Program;
10. Review and approve Pay Application No. 3 for Water Meter Replacement Program;
11. Review and approve Pay Application No. 2 for water System Phase 2 Rehabilitation;
12. Review bids and award the construction contract for Sanitary Sewer Phase 57 Rehabilitation;
13. Review the bids and award the construction contract for Storm Sewer Phase 24 Rehabilitation;
14. Authorize the advertising for construction bids for Storm Sewer Phase 25 TV Surveys;
15. Review and act upon the Engineer's Report and any matters pertaining to construction contracts;
16. Consider and act upon approval of the Capital Projects Disbursements;
17. Receive and act upon Attorney's Report;

18. Consider and act upon the Investment Summary ending October 31, 2013;
19. Receive General Manager's Report;
20. Old and New Business

Following the Board's consideration, and action if any, on the above items, the Board will adjourn from Regular Session and reconvene in Closed Session pursuant to §551.071 of the Government Code for the purpose of consulting with its attorney, pursuant to §551.072 of the Government Code to deliberate regarding real property and pursuant to §551.074 of the Government Code to discuss personnel matters.



James H. Byrd  
General Manager  
Clear Lake City Water Authority

(SEAL)



**CLEAR LAKE CITY WATER AUTHORITY**

Board of Directors'  
Regular Meeting Minutes  
December 12, 2013

Regular Meeting                    The Board of Directors of the Clear Lake City Water Authority convened in regular session open to the public at the regular meeting place in its office at 7:01 p.m. on December 12, 2013. Roll was called of the members:

Quorum Present                    Mrs. Gayle Yoder, President;  
Mr. John Branch, Vice President;  
Mr. Robert T. Savely, Secretary;  
Mr. Vince Johnson, Director;  
Mr. Gordon Johnson, Director.

All were present except Mr. Robert Savely. Director Gordon Johnson was appointed as secretary in the absence of Mr. Savely.

Also present were:

Mr. James Byrd, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Mr. Bill Rosenbaum, Engineer;  
Mr. William Schweinle, Attorney;  
Mr. Josh Kahn, Bond Attorney;  
Mr. Stephen Eustis, Financial Consultant;

(See visitor roster attached hereto as part of these minutes and identified as Exhibit A.)

1. Minutes of 11/14/13  
Regular Meeting  
Approved                            Reading of the minutes of the November 14, 2013 meeting was waived due to all Directors having received copies prior to the meeting.  
  
Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the November 14, 2013 meeting.
2. Comments from the  
Floor                                 Stephen Eustis presented refunding results with a 6.62% savings. Closing is expected in January 2014. (Copy attached hereto as part of these minutes and identified as Exhibit B.)
3. Tract of Land behind  
the Walgreens on Nasa  
Parkway  
Discussed                         Ben Alsop with Kimley-Horn and Associates, Inc. was present to discuss a new development on a tract of land behind the Walgreens on Nasa Parkway. This is a proposed multi-family development with impervious coverage. They would like a letter from CLCWA stating credit will be received for the previous impervious cover and no impact fee applies. (Copy attached hereto as part of these minutes and identified as Exhibit C.)

4. Water, Sewer and Drainage Service to Port Commerce Business Park.  
Approved

A request for water, sewer and drainage service to Port Commerce Business Park located on Genoa Red-Bluff Road East of Space Center Blvd, was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit D.)

Thereupon, by motion duly made by Director G. Johnson and seconded by Director Branch, the Board voted unanimously to approve the water, sewer and drainage request for Port Commerce Business Park, subject to approval of the Financial Statement by Attorney William Schweinle.
5. Request to Waive Returned Check Fee for 3911 Princeton Park Ct.  
Denied

Request was presented to the Board from resident M. Field at 3911 Princeton Park Ct. to waive the return check fee charge.

Thereupon, by motion duly made by Director V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to deny the request to waive the returned check fee.
6. Tax Collector Report Received

Ms. Cumming presented a report of taxes collected and taxes outstanding as of November 30, 2013 for the Board's review. (Copy attached hereto as part of these minutes and identified as Exhibit E.)
7. Financial Report Approved

The Financial Report ending September 30, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit F.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the Financial Report ending September 30, 2013.
8. Operating Disbursements Report Approved

The Operating Disbursements Report ending November 30, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit G.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the Operating Disbursements Report ending November 30, 2013.
9. Change Order No. 1 for Water Meter Replacement Program Approved

Mr. Rosenbaum presented Change Order No. 1 for Water Meter Replacement Program for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit H.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve Change Order No. 1 for the Water Meter Replacement Program.
10. Pay Application No. 3 for Water Meter Replacement Program Approved

Mr. Rosenbaum presented Pay Application No. 3 for Water Meter Replacement Program for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit I.)

Thereupon, by motion duly made by Director Branch and seconded by Director V. Johnson, the Board voted unanimously to approve Pay Application No. 3 for National Metering Services, Inc., for \$322,219.70.
11. Pay Application No. 2 for System Phase 2 Rehabilitation Approved

Mr. Rosenbaum presented Pay Application No. 2 for Water System Phase 2 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit J.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 2 for Reliance Construction Services, L.P. for \$24,522.30.

- 12. Review Bids for Sanitary Sewer Phase 57 Rehabilitation  
Approved

Mr. Rosenbaum presented bids received for Sanitary Sewer Phase 57 Rehabilitation for the Board's review and discussion to consider options, accept or reject the bids. (Copy attached hereto as part of these minutes and identified as Exhibit K.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve awarding the contract to the low bidder based on the Engineer's recommendation, PM Construction & Rehab, LLC, with a bid of \$585,481.00 and 160 calendar days.

- 13. Review Bids for Storm Sewer Phase 24 Rehabilitation  
Approved

Mr. Rosenbaum presented bids received for Storm Sewer Phase 24 Rehabilitation for the Board's review and discussion to consider options, accept or reject the bids. (Copy attached hereto as part of these minutes and identified as Exhibit L.)

Thereupon, by motion duly made by Director G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve awarding the contract to the low bidder based on the Engineer's recommendation, R.L. Utilities, Inc., \$233,330.30 and 210 calendar days.

- 14. Authorize Advertising for Construction Bids for Storm Sewer Phase 25 TV Surveys  
Approved

Mr. Rosenbaum requested Board approval to authorize advertising for construction bids for Storm Sewer Phase 25 TV Surveys.

Thereupon, by motion duly made by Director Branch and seconded by Director V. Johnson, the Board voted unanimously to approve advertising construction bids for Storm Sewer Phase 25 TV Surveys.

- 15. Engineer's Report

Mr. Rosenbaum presented a written status of projects for the Board's review and discussion. Updated Impact Fee and CIP at next meeting. (Copy attached hereto as part of these minutes and identified as Exhibit M.)

- 16. Capital Projects Disbursements  
Approved

The Capital Projects Disbursements Report was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit N.)

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$203,867.61.

- 17. Attorney's Report

National Metering Service is requesting a change order during Phase 1 of the project to cover costs on difficult meter change-outs. CLCWA Staff, Consultants, and Board agree that this should be part of the original contract and was made known up front that some meters were in poor condition. The Board consensus is to move forward with authorizing James Byrd, Curtis Rodgers, Bill Schweinle, and Mary Ann Schatz to handle conferencing and dispute resolution.

- 18. Investment Summary  
Approved

The Investment Summary ending October 31, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit O.)

Thereupon, by motion duly made by Director V. Johnson and seconded by Director Branch, the Board voted unanimously to approve the Investment Summary ending October 31, 2013.

19. General Manager's Report

Mr. Byrd reported on a meeting with Mr. Munz and Mr. Dunbar. Mr. Munz did construct an oversized pond so it may not interfere with the decreased detention area he is calling "wetlands". However, CLCWA's detention policy about being well maintained and good housekeeping is not being followed. Mr. Munz plans on attending the January 2014 meeting.

Mr. Byrd informed the Board that Lift Station No. 12 Rehabilitation project has started in Brookwood.

Mr. Byrd reported that the contractor for Lift Station No. 1 left the job with punch list items remaining. The surety company is being contacted.

The Authority Christmas lunch will on December 24, 2013.

Mr. Byrd had a request from a customer to purchase a lot owned by CLCWA in Timber Cove. The Board is not interested in selling at this time.

20. Old and New Business

Director Branch reported a second award has been given by the Houston Galveston Area Council for the Master Plan. The signs are up on the golf course for the future tree nursery and on the main entrances for the future home of the Master Plan with maps.

Mr. Schweinle reported that it appears CLCWA will have to pay the claim from the Texas Workforce Commission (TWC), but is continuing with a request for documents from the TWC under the Public Information Act.

Director Vince Johnson reported that Mr. Ellor is proposing to tie a line into our line and in exchange relinquish the bank and boat barn site available for the Authority to annex.

21. Meeting Adjourned

President Yoder declared the regular meeting adjourned at 8:37 p.m.



President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)

DATE APPROVED: January 9, 2013

